

# LET US HELP YOU

If you have a complaint about an employer, the Idaho Department of Labor or a job referral from the department, please notify your nearest Idaho Department of Labor office or file a complaint online at:

**[labor.idaho.gov/complaints](http://labor.idaho.gov/complaints)**

For complaints about other employment-related matters the department will provide information about agencies that may be able to help you. If you have questions on locating an office or accessing the complaint system please call (208) 332-3570 ext. 3135.

## EQUAL OPPORTUNITY IS THE LAW

### EMPLOYMENT DISCRIMINATION

There are strict time limits for filing charges of discrimination against your current or former employer. To preserve the ability of the Idaho Human Rights Commission to assist you and to protect your right to file a private lawsuit should you ultimately need to, contact the Idaho Human Rights Commission promptly when discrimination is suspected at:

#### Idaho Human Rights Commission

317 W. Main St. • Boise, ID 83720-0040 • (208) 334-2873  
Toll free: (888) 249-7025 • Dial 711 for Idaho Relay Service  
Fax: (208) 334-2664 • Email: [Inquiry@ihrc.idaho.gov](mailto:Inquiry@ihrc.idaho.gov)  
Web: [humanrights.idaho.gov](http://humanrights.idaho.gov)

Most complaints filed with the Idaho Human Rights Commission will be filed jointly with the U.S. Equal Employment Opportunity Commission (EEOC). However, if you wish to contact the EEOC directly, you may contact the field office at:

#### U.S. Equal Employment Opportunity Commission

Federal Office Building • 909 First Ave., Ste. 400  
Seattle, Washington 98104-1061 • Toll free: (800) 669-4000  
Fax: (206) 220-6911 • TTY: (800) 669-6820 • ASL Video: (844) 234-5122

### FEDERALLY FUNDED PROGRAMS

If you believe you have been discriminated against in a program of any institution that receives federal financial assistance, you should immediately contact the federal agency providing such assistance.

### FOR MORE INFORMATION OR TO FILE A COMPLAINT, CONTACT:

**Amy Hohnstein**  
Equal Opportunity Officer  
Idaho Department of Labor  
Boise, ID 83735  
(208) 332-3570 ext. 3330  
711 - Idaho Relay Service

**Director**  
Civil Rights Center  
U.S. Department of Labor  
200 Constitution Ave., NW  
Room N-4123  
Washington, D.C. 20210  
(202) 693-6500

**IDAHO**  
DEPARTMENT OF LABOR

**[labor.idaho.gov](http://labor.idaho.gov)**



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The Idaho Department of Labor is an equal opportunity employer and service provider. Reasonable accommodations are available upon request. Dial 711 for Idaho Relay Service.

This publication is produced by the Idaho Department of Labor which is funded at least in part by federal grants from the U.S. Department of Labor. Costs associated with this publication are available by contacting the Idaho Department of Labor.

Rev. 5/2018  
CT/P/ES/CP

### WIOA TITLE I FINANCIALLY ASSISTED PROGRAM OR ACTIVITY

**It is against the law for this recipient of federal financial assistance to discriminate on the following bases:**

- Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

**The recipient must not discriminate in any of the following areas:**

- Deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity;
- Providing opportunities in, or treating any person with regard to, such a program or activity; or
- Making employment decisions in the administration of, or in connection with, such program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

### What to do if you believe you have experienced discrimination

If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

- The recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or
- The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW., Room N-4123, Washington, DC 20210 or electronically as directed on the CRC Web site at [www.dol.gov/crc](http://www.dol.gov/crc).

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action with the USDOL Civil Rights Center.

### FEDERAL CONTRACTS

If you believe a federal contractor has violated its nondiscrimination or affirmative action obligations immediately contact:

The Office of Federal Contract Compliance Programs (OFCCP)  
U.S. Department of Labor

200 Constitution Avenue, N.W., Washington, D.C. 20210

Toll free: (800) 397-6251 or TTY: (877) 889-5627

or by email at [OFCCP-Public@dol.gov](mailto:OFCCP-Public@dol.gov)

or call an OFCCP regional or district office listed in most telephone directories under U.S. Government, Department of Labor.